

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-09

Subject:

DATE: August 16, 1999

Sunset Review: August 16, 2002

SAFETY AND OCCUPATIONAL HEALTH POLICY AND
PROGRAM OUTLINE FOR THE FEDERAL LAW ENFORCEMENT
TRAINING CENTER

1. PURPOSE. This directive presents the policy and a program outline designed to provide a safe and healthful work/training environment at the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. The policy and program outline in this directive applies to all employees, students, and visitors to the Center.
3. CANCELLATION. FLETC directive 70-09, Safety and Occupational Health Policy and Program Outline for the Federal Law Enforcement Training Center dated November 19, 1984.
4. REFERENCES.
 - a. Title 29 Code of Federal Regulations, part 1960.
 - b. Department of Treasury directive No. 70-09, Departmental Safety and Occupational Health program, as amended.
 - c. FLETC Safety and Health Manual.
5. POLICY. The Center's policy is to provide a safe and healthful environment for the conduct of Center activities through a program that will keep the number of accidents/injuries to an absolute minimum.
6. PROGRAM.
 - a. The safety and occupational health program will consist of the following elements:
 - (1) Establishment of a Safety and Occupational Health Committee with specific responsibilities.
 - (2) Safety and health inspections to locate and correct unsafe working conditions or practices and health hazards.

(3) Development of safety and health standards for each new job that has health and safety implications for which there are no standards.

(4) Conduct training programs in current safety and health practices for employees, managers, safety professionals and safety committee members in accordance with 29 CFR 1960.

(5) Use appropriate mechanical and physical safeguards for equipment used by Center employees.

(6) Create an enforcement policy to ensure that employees comply with safety and health standards.

(7) Prompt a thorough investigation of every significant accident in order to determine its cause and to correct the problem(s) to preclude recurrence.

(8) Establishment of a system of recognition and award for outstanding safety service or performance.

b. The FLETC Safety and Health Manual will address the policies and procedures of specific areas of safety or occupational health concerns. These will include, but not be limited to: the safety and occupational health committee; hearing conservation; blood lead level control; fire loss prevention plan; and accident investigation/reporting procedures.

7. RESPONSIBILITIES.

a. Management is responsible for leadership in the safety and occupational health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe and healthful conditions. Additionally, management is responsible for ensuring that any employee at the Federal Law Enforcement Training Center shall be free to participate in the safety and occupational health program without fear of restraint, interference, coercion, or reprisal. These rights include, among others, the right of an employee to decline to perform his or her assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm coupled with a reasonable belief that there is sufficient time to seek effective redress through normal hazard reporting and abatement procedures established in accordance with Center directives.

b. Supervisors are responsible for developing the proper attitudes toward safety and occupational health in themselves and in those they supervise, and for ensuring all operations are performed with the utmost regard for the safety and health of all personnel.

c. Employees are responsible for cooperation with all aspects of the safety and occupational health program including compliance with all standards and regulations, and for continually practicing safety while performing their duties.

d. The Safety and Occupational Health Manager is responsible for:

- (1) The overall management of the safety and occupational health program.
- (2) Scheduling and conducting inspections of Center facilities and activities.
- (3) Conducting and/or arranging for specialized safety and occupational health training.
- (4) Investigating and resolving all reported instances of unsafe and unhealthful conditions.
- (5) Compliance with all reporting requirements imposed on the Center by Treasury or other local, State and Federal agencies in the areas of safety and occupational health.

In the performance of these requirements, the Safety and Occupational Health Manager and Safety Specialists are authorized to enter all spaces on the Center and to stop any operation considered to be hazardous to employees.

8. OFFICE OF PRIMARY INTEREST. Environmental and Safety Division, Office of Planning and Resources.

W. Ralph Basham
Director